

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**

**PACIFIC AIR FORCES INSTRUCTION
32-1001**



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Civil Engineering

**PACAF HEADQUARTERS FACILITY
SUSTAINMENT, RESTORATION, AND
MODERNIZATION**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 32-10, *Installations and Facilities*, and Joint Base Pearl Harbor-Hickam Instructions (JBPHHINST) 11010.1, *Building Manager Program/Handbook*. It establishes requirements and responsibilities necessary to maintain, support and preserve the Pacific Air Forces (PACAF) Headquarters (HQ) facility, Building 1102. This instruction applies to all occupants of Building 1102, 647th Civil Engineer Squadron (647 CES) and support organizations and may not be supplemented by tenant or support organizations. This publication does not apply to the Air National Guard (ANG) or Air Force Reserve Command (AFRC) units and members unless they are occupants of Building 1102. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s to the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) AFMAN 33-363, *Management of Records*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>.

1. Headquarters Pacific Air Forces Complex, B1102.

1.1. **History.** Designed in 1938 as a barracks to house 3,200 enlisted men, Building 1102 was completed on 30 September 1940. The building sustained major bomb damage during

the 7 December 1941 surprise Japanese air attack on Pearl Harbor and surrounding military installations. The building was put on the register of National Historic Landmarks due to the historic significance of the damage inflicted and loss of life during this important event in our nation's history. In 1957 five wings of Building 1102 were converted to administrative space. On 1 July of that year HQ Far East Air Forces, renamed PACAF, completed a move from Japan to its new location in Building 1102. Since that time the building has been entirely converted to administrative space.

1.2. Background. HQ PACAF shares Building 1102 with elements of the 15th Wing and support organizations and is the nerve center of United States Air Force command activities in the Pacific and Far East. Proper facility sustainment, restoration, and modernization are necessary to maintain continuity of day-to-day operations that prepare the staff for high tempo contingency operations. Failure of real property serving critical command and control systems could have an adverse impact on the mission of PACAF. This instruction lays out the framework for sustainment, restoration, and modernization of Building 1102.

1.3. B1102 Repair Project.

1.3.1. Due to the age of the building and infrastructure, the size (over 500,000 square feet), and the statutory spend limits on facilities, the HQ PACAF Complex has been a challenge to keep functional. As an historic landmark, demolishing B1102 was out of the question. In August 2009, a \$123M multi-phased/multi-year B1102 Repair Project was approved.

1.3.2. The project has four core objectives: meet regulatory requirements (life safety codes, American Disabilities Act (ADA) compliance, energy efficiency, and historical preservation); meet mission requirements; improve functional efficiency (heating, ventilation, and air conditioning (HVAC), utilities, and communications infrastructure, as well as space utilization; right size, defragment, improve traffic and work flow); and lastly, merge 13th Air Force personnel and missions currently housed in Kenney HQ trailers into B1102.

1.3.3. The B1102 Repair Project established an authorization level limiting new work/projects to this building. For the duration of the repair project, all such work must be coordinated through both the HQ PACAF Building Management Office (HQ PACAF/CCQM) as well as the Project Management Office (PMO). Once the B1102 Repair Project is completed, all new work/projects will go through corporate review by a Building 1102 Facility Board.

1.4. Joint Base Pearl Harbor-Hickam (JBPHH). With the finalization of JBPHH, all facilities on Hickam became Navy real property. In October 2010, 15 CES became 647 CES, and aligned with Naval Facility (NAVFAC) procedures. The Air Force Form 332, *Base Civil Engineer Work Request*, was replaced with the NAVFAC Technical Form 1 (TF-1), *Customer Request Form*, for all Civil Engineer (CE) work requests. Facility management procedures are required to follow JBPHHINST 11010.1 guidance.

2. Building 1102 Building Management.

2.1. Requirement. The Building 1102 Building Management Office (HQ PACAF/CCQM) is required to oversee all maintenance, support, and preservation of the PACAF HQ building.

2.2. Building 1102 Building Manager Responsibilities. The Building 1102 Building Manager, HQ PACAF/CCQM, is the main point-of-contact for all work in Building 1102. The Building Manager's responsibilities include, but are not limited to:

- 2.2.1. Maintaining records of all day-to-day work in the building.
- 2.2.2. Coordinating all new work, and work space issues; reconfigurations, re-locations, etc. with B1102 Repair PMO.
- 2.2.3. Acting as liaison between building occupants, the Base Contracting Office and the 647 CES for all work in Building 1102 as well as the surrounding grounds and parking.
- 2.2.4. Ensuring Building Area Representatives (BAR) from tenant organization carry out their responsibilities and assist them as necessary.

2.3. Building Area Representatives (BAR).

- 2.3.1. Each tenant organization in Building 1102 will appoint a primary and alternate Building Area Representatives for their area. Tennant organizations will provide the name, grade, office symbol, duty and home phone numbers of its primary and alternate BAR to HQ PACAF/CCQM.
- 2.3.2. Each organization will update their BAR list with HQ PACAF/CCQM when a representative changes.
- 2.3.3. **(Added)** As a minimum, BARs for Building 1102 will carry out their responsibilities as Building Managers for their respective areas per JBPHHINST 11010.1.

MARK D. KELLY, Colonel, USAF
Chief of Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 32-10, *Installations and Facilities*, 4 March 2010

JBPHHINST 11010.1, *Building Manager Program/Handbook*, 15 June 11

Adopted Forms

AF Form 332, *Base Civil Engineer Work Request*, 1 January 1991

NAVFAC Form TF-1, *Customer Request From*, NAVFACHI-9-11014/TF-1 (REV4-09)

Abbreviations and Acronyms

647CES—647th Civil Engineer Squadron

ADA—American Disabilities Act

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

ANG—Air National Guard

AFRC—Air Force Reserve Command

BAR—Building Area Representative

CE—Civil Engineer

CES—Civil Engineer Squadron

HQ—Headquarters

HQ PACAF/CCQM—HQ PACAF Building Management Office

HVAC—Heating, Ventilation, and Air Conditioning

IAW—In accordance with

JBPHH—Joint Base Pearl Harbor-Hickam

JBPHHINST—Joint Base Pearl Harbor-Hickam Instruction

NAVFAC—Naval Facility

OPR—Office of Primary Responsibility

PACAF—Pacific Air Forces

PMO—Project Management Office

RDS—Records Disposition Schedule